

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT I -
Mail Room Assistant

SALARY GROUP: A09

DEPARTMENT: Mail System Coordinators Panel

Page 1 of 2

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Lorie Davis DATE: 02/03/2016

POSITION #: 033288

I. JOB SUMMARY

Performs entry-level administrative support and technical program assistance work. Work involves disseminating information; maintaining filing systems; and performing administrative support work. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in preparing, editing, and distributing correspondence, reports, forms, and other documents; and verifies accurate sorting and logging of offender special, legal, and media mail.
- B. Issues postage and writing materials to indigent offenders; reviews and processes denials and handling of contraband; and responds to offender inquiries regarding rules, regulations, policies, and procedures.
- C. Coordinates work with other departments, units, and staff; performs data entry, retrieval, and data searches; assists in preparing reports; and maintains files and records for unit mail room operations.
- D. Provides technical assistance to staff; and reviews and assigns work to clerical staff.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Two years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience.

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B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of mail room operations and agency rules, regulations, policies, and procedures regarding offender mail preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
8. Skill to prepare and maintain accurate records, files, and reports.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, cart, and automobile.